

**PERSONNEL AND TRAINING BUREAU  
IN-SERVICE TRAINING DIVISION**

**TRAINING NOTICE**  
12.1.2

January 9, 2019

**TO:** All Concerned Commanding Officers

**FROM:** Commanding Officer, In-Service Training Division

**SUBJECT:** PROFESSIONAL RESOURCE FOR OFFICER ASSISTANCE IN CIVIL TRIAL (PROACT) WORKSHOP

Legal Affairs Division will be presenting an 8-hour PROACT workshop, on February 27, 2019, from 0800 to 1700 hours, at the California Endowment Center, 1000 North Alameda Street, Los Angeles, CA 90012. Commanding officers wishing to nominate their personnel to attend should submit the selected employees' name, rank, and serial number on an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Legal Affairs Division, at least four weeks prior to the scheduled workshop.


This POST-certified workshop is designed for all personnel who have been involved in a work-related civil lawsuit. However, personnel who have not been sued may also request to be placed on the waiting list for attendance. This workshop aims to assist students gain a better understanding of the civil litigation process and reduce the stress level derived from a lawsuit.

This is a primary duty assignment, and students shall be carried as "LP." Any scheduling conflicts are to be resolved in favor of this assignment. **The only acceptable reasons for non-attendance are prescheduled vacation, court, military leave and illness.**

A training order will be distributed to notify those students who have been selected to attend this workshop. Upon receipt of this training order, the Area/Divisional training coordinator for each listed employee shall ensure that concerned employee(s) are notified of this training order. Training coordinators shall send an email confirming their employees' availability of attendance to the Course Coordinator, Management Analyst Ken Tran, Serial No. V8720, Training Unit, Legal Affairs Division. Any questions regarding this Notice should be directed to the Course Coordinator at (213) 486-7653.

APPROVED:

  
ARMAND A CARRANZA, Captain  
Commanding Officer  
In-Service Training Division

  
MARTIN A. BAEZA, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau